

AIRPORT DIRECTOR

DISTINGUISHING FEATURES

The fundamental reason the Airport Director classification exists is to provide for the overall direction of the City's general aviation/139 certified reliever airport in the Transportation Department. This classification does supervise. Work is performed with considerable independence and reports to the Transportation General Manager.

ESSENTIAL FUNCTIONS

Plans, organizes and directs the work of supervisory, professional, maintenance, and clerical staff. Selects, trains, observes, evaluates and supervises staff; reviews and checks the work of others to ensure conformance with established procedures, goals and values.

Develops and implements Airport Division policies and procedures.

Coordinates the short and long-term planning for future development of the airport facility, including financial forecasting and revenue enhancement, identifying land use capacity and parcel development opportunities; and ensuring environmental sensitivity.

Advises the Transportation General Manager, Deputy City Manager, City Manager, and Mayor and Council on all aviation-related issues affecting the Airport or region.

Strategic planning of all aspects of the Airport, including participation on regional and state study teams.

Oversees the budget, capital improvement program, operational and administrative functions of the Airport Division.

Implements and enforces policies, procedures and regulations consistent with state and federal programs.

Acts as liaison for federal, state, airline and local contract/lessee/grant negotiation and administration. Communicates verbally and in writing with the public, local governmental agencies, and City staff in solving various concerns relating to the airport.

Coordinates monthly Airport Advisory Commission meetings. Makes effective presentations to various groups. Addresses citizen inquiries/correspondence promptly, accurately, and courteously.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Federal, state, and local rules and regulations pertaining to airport management and operations;

Federal Aviation Administration (FAA) rules, regulations, and guidelines;

The principles and practices of finance and budgeting;

The principles, procedures, and techniques for effective negotiation of leases between the airport and its tenants;

Aircraft operation and safety practices to be observed around aircraft; and

The principles and practices of employee supervision, training and evaluation.

Ability to:

Produce written documents with clearly organized thoughts using proper sentence construction, grammar and punctuation;

Comprehend and make inferences from written material;

Analyze problems and develop practical solutions;

Negotiate with outside agencies;

Produce and deliver effective oral presentations;

Establish and maintain effective working relationships with airlines, tenants, Commission members, aircraft owners, pilots, fixed-based operators, and the general public;

Operate a computer and other standard office equipment using continuous and repetitive arm, hand and eye coordination; and

Maintain regular and consistent attendance.

Education & Experience

Any combination of education and experience equivalent to a bachelor's degree in Aviation Management, Business, Public Administration, or related field and a minimum of five years related aviation managerial experience at a public use airport and two years experience with FAR 139, 107, and 108. Must possess and maintain a valid Arizona driver's license without any major violations in the last 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified